

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**FIRST QUARTERLY MEETING**

**Minutes of Tuesday, February 19, 2002**

The first quarterly meeting of the Delaware Public Purchasing Association, Inc. for 2002 was held at Geyer's Restaurant, Milford, Delaware and hosted by City of Milford.

Mike Sabol, President, called the meeting to order at 10:03 a.m.

Mike Sabol started by thanking everyone for attending the meeting and because there were new people in attendance he had everyone introduce themselves.

Those in attendance were: Mike Sabol, Support Services; Charlie Boyer, Town of Smyrna; Lori Gooch, DE State Police; Jennifer Anderson, City of Milford; Charles Griffin, City of Milford; Dorothy Pecqueur, NCC; Hilda Balascio, NCC; Ruth Kowalski, NCC; Andria Smith, NCC; Patty Johnson, DHSS; Mike Conaway, Support Services; Sandra Skelley, DHSS; Peter Rigtterink, DHSS; Fran Hettinger, City of Dover; Peter Gregg, City of Milford; and Greta Iplenski, Retired.

Copies of the November 27, 2001, meeting minutes were distributed and read over by the members that had not already taken the time to read prior the meeting. Mike Sabol suggested suspending the formal reading of the meeting minutes. Peter Rigtterink made the motion and Hilda Balascio seconded, motion carried.

Mike Sabol informed everyone that the minutes are posted on the Purchasing website and should be read prior to the meeting.

Mike Sabol thanked City of Milford for hosting the meeting.

The November 27, 2001, meeting minutes were not accepted due to changes brought to our attention. Changes will be made and a revised November 27, 2001, meeting minutes will forwarded to all members. Revisions include: Shawn Tucker, NCC, being added to attendees (p. 1); Education Committee – added Mike Sabol, Sandra Skelley, and Ruth Kowalski as committee members (p. 2, item g); Region I Conference – added that NCC will submit final report to Sandra Skelley (g. 2, item 4); Corrected misspelling of Mike Conaway's last name (p. 4, item 6); and revision to the description of Lewis Spangler Professional Development Foundation (p. 4, New Business).

The minutes were approved contingent upon the changes being made to the November 27, 2001, meeting minutes. Peter Rigtterink made the motion and Dot Pecqueur seconded, motion carried.

Although Janet Schukoske wasn't present, Mike Sabol thanked her for completing the minutes.

Mike Sabol asked the committees for their reports.

3. Committee Reports

a. Treasurer's Report – Submitted

Mike Conaway went over the submitted report.

Previous Balance	\$4,563.18
Total Income	<u>975.00</u>
Subtotal	\$5,538.18

Total Expenses	<u>\$ -0-</u>
Total Balance	\$5,538.18

The total income reflects all dues collected-to-date and a \$100 Region I Conference fee. Mike Conaway also included a listing of members that have paid their dues for 2002.

Mike Sabol asked Sandra Skelley if her Region I Conference Report included the \$100 Conference fee that is reflected on the Treasurer's Report. Sandra didn't think it was but would check to be sure.

- b. Finance Committee – Andria Smith  
Andria Smith and Dot Pequeur handed-out a proposed budget based on feedback from committees and past expenses. The proposed amount for Chapter Assessment Dues is just a guess since it will depend on how many of the members are national or non-national members. Mike Sabol suggested adding an amount of \$25.00 for Postage. Mike Conaway received notification that insurance is increasing so the amount will need to be changed to \$80.00. The Education Committee is unsure if there will be any seminars held this year so it was suggested to add \$300.00 to the budget. There will also be an amount of \$500.00 added to Miscellaneous. Andria will submit the final 2002 Budget at the next meeting. Sandra Skelley made the motion to accept the budget with changes and Peter Rigterink seconded, motion carried.
- c. Membership Committee – No report
- d. Program Committee – Need volunteer to chair  
Patty Johnson volunteered to chair this committee. Sandra Skelley volunteered to be a committee member.
- e. Awards and Scholarship Committee – Sandra Skelley  
Sandra had no report, but she would be working on a draft policy.
- f. Chapter Liaison – Mike Sabol  
Mike had no report, but stated he submitted all the Chapter information to NIGP, so they have the correct officers for 2002.
- g. Education Committee – Peter Gregg  
Peter announced that PAPPa has scheduled their seminars for 2002. A listing of the seminars and applications were available. Peter will also send an e-mail to all members listing the seminars.

Greta Iplenski had a comment regarding DPPA members attending PAPPa. She felt if PAPPa is looking to our Chapter to help fill these seminars then DPPA should be given part of the revenue. Peter will take the suggestion to Price Morris, of PAPPa.

Members are interested in attending these seminars but their agency may not fund them to attend. Sandra will review the policy for awards and scholarships. Any member interested in requesting funding will need to contact Sandra.

- 4. Region I Conference – Sandra Skelley  
Sandra read her final report of the Region I Conference. Wilmington has not submitted their report. Sandra thanked New Castle County for a wonderful job with the door prizes and ditty bags. A few errors were brought to Sandra's attention. Sandra will make changes to the final report.
- 5. Unfinished Business – Peter Rigterink
  - a. Peter Rigterink distributed and reviewed the categories he included in the 2002 Strategic Plan rough draft. The categories are performance measures to see how we're doing as a Chapter. All members are asked to report pertinent information to Peter if they fall in any of these categories, so he can complete the Strategic Plan. The Strategic Planning Committee is chaired by Peter Rigterink. Hilda Balascio, Janet Schukoske, and Sandra Skelley are committee members.
  - b. No additional unfinished business.
- 6. New Business – All
  - a. Mike Sabol announced that he has copies of the Public Procurement Professional Bulletins available for the last two quarters and also various brochures relating to procurement.
  - b. Mike Sabol circulated a booklet that was presented to the New York Chapter following the attack on September 11, 2001, with thoughts and comments from various chapters. Mike submitted comments to the booklet on behalf of DPPA.

- c. Mike Sabol will attach a revised Committee List to the meeting minutes.
- d. Mike Sabol announced that NIGP is looking for aspiring instructors. NIGP will be holding a 3-day "Train the Trainer" course during April in Phoenix, Arizona and during October in Herndon, Virginia. The cost of the course is \$500.00.
- e. Mike Sabol gave Mike Conaway the information regarding chapter assessment. The assessment fee will be \$5.00 for national members and \$10.00 for non-national members.
- f. NIGP recognizes the following as National Members for 2001: City of Milford, Delaware State Housing Authority, Delaware State Police, Delaware Health and Social Services, New Castle County, and Brandywine School District.
- g. The top three officers for DPPA must be National Members.
- h. Mike Sabol received a fax from Bill Irish on why it is important to hold both CPPB and CPPO designations. A copy is on file with the meeting minutes, please contact Lori Gooch if you would like a copy.
- i. Mike Sabol responded to the Portland, Oregon Chapter informing them that DPPA is unable to contribute to the 2002 Forum. A copy is on file with the meeting minutes.
- j. Frances Hettinger, from City of Dover, announced that Dover has a Purchasing position open. A copy of the job description is on file with the meeting minutes.
- k. Hilda Balascio suggested that time be made during the quarterly meeting for committees to meet.
- l. Mike Sabol went through the committee assignments. A copy of the new listing will be sent with the meeting minutes.
- m. City of Wilmington will host the next meeting at 10:00 a.m. on May 21, 2002, at Timothy's Restaurant on the Riverfront.
- n. Quarterly meetings are held on the third Tuesday of the middle month of the quarter.
- o. Mike Sabol recommended that anyone encountering problems with the Division of Purchasing website contact Amy Homa at 302-834-4550 or click on the link to e-mail her.

11:30 a.m. – 12:00 p.m. – Break for Lunch

12:00 – 12:20 – Mike Conaway answered questions regarding State Contracts. State contracts can be viewed and downloaded from the Purchasing website: [www.state.de.us/purchase](http://www.state.de.us/purchase) - click on Contracting. Mike can be reached at 302-739-3125.

Sandra Skelley adjourned the meeting at 12:25 p.m.

